No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
1	Thursday, March 09, 2006 8:51 AM	Gayle, David M. (HQ- MD000)	HQ	I have one question/concern about the draft SDG. One of the responsibilities assigned to NSSC is pre-solicitation review of all Broad Agency Announcements (BAAs) that may result in the award of grants and/or cooperative agreements and CANs. What exactly would the NSSC review encompass? It is not clear what level of expertise exists at NSSC regarding these types of solicitations. Since the Centers and HQ logically retain responsibility to prepare and issue these solicitations, would the review by NSSC be redundant to that being conducted at the Centers and HQ or would the NSSC review replace current Center/HQ review? Redundancy would appear to add no value and delay the process. Clarification, if not elimination, of the NSSC role would be helpful.	Requirement for NSSC to review NRAs, CANs, AOs, BAAs, is deleted. NSSC will obtain an info. Copy.
2	Thursday, March 09, 2006 9:03 AM	Maples, Jane		A few corrections should be made regarding when to refer to CMM vs. PRISM. CMM is the project implementing the PRISM software. The CMM project goes away after the software is implemented. The reference to CMM under Center and NSSC Responsibilities correctly uses CMM; however, the other references to CMM are incorrect. Specifically, the references to CMM in the roles responsibilities, metrics, system components, and the flow sections should be replaced with PRISM. Additionally, the references to SAP/IEMP should delete the /IEMP as both PRISM and SAP are IEMP systems. Finally, I believe FAADS data is captured in FPDS-NG, so the system should be FPDS-NG.	Necessary
3	Thursday, March 09, 2006 1:36 PM	May, Lisa (HQ-DA000)	NASA HQ, Science Mission Directorate	I have been working on understanding/shaping our processes and tools and working interfaces with GSFC. Here's what I know so far:The Technical Packages will not be in the NSPIRES database until sometime this fall. This capability will be part of a new module of NSPIRES, and they are saturated getting the Peer Review module done in time for the first ROSES-2006 peer reviews. This means we can't implement the electronic Tech Pkg transfer we discussed until fall. I am working requirements with them so that NSSC will have the right user access to the Tech Pkgs and so HGAO can input PR numbers, giving NSSC the ability to match by PR number rather than proposal title or some other field. (Of course, NSSC will want to do a two-way match at least across PR number and title—maybe three-way with PI name—but it will be faster to pull the records up by PR number when the CMM action comes in.) This also means we won't have electronic tech eval approvals until the new NSPIRES module is done.So, the Tech Pkgs will all be hardcopy until the new module is up and running. And there will have to be an interim hardcopy Tech Pkg process until NSPIRES is ready. This interim process can be same as the ongoing hardcopy-proposal process, by the process of	
4	Thursday, March 09, 2006 3:45 PM	Oerting, Frank	NSSC, Grants & Coop. Agreement	In reviewing the Grants and Cooperative Agreements Service Delivery Guide (Draft dated 3/6/06) I noticed that the distribution list of grants & cooperative agreements does not include a copy to CASI (See NASA Grant & Coop. Agreement Handbook Section 1260.16).	Comment Noted. SDG is revised.
5	Friday, March 10, 2006 10:00 AM	McShan, Clyde	NSSC SP	Feedback from 10 a.m. meeting: On Appendix I, G&CA Process (Excluding Earmarks) page: 1. Modify text in 2nd IG box to remove " (including earmarks)" 2. Add decision box after 4th NSSC-IG box 3. Modify text in NOTES 2 box, first sentence. Change 'whether' to 'validation that' 4. Correct page numbering. Most pages read 'Page 2 of 35'	SDG is updated.
6		Michael Showers	(HQ-LD040)	I just read through the Service Delivery Guide. Please give me a call when you have the opportunity so we can discuss this. I have a few questions. First, and most importantly, who will serve as the NSSC's Industrial Property Officer? This individual is responsible for coordinating any property activities related to contracts, grants and cooperative agreements. It appears as though there will be delegations to ONR or they should be to DCMA as well if the grant or cooperative agreement is with a commercial firm. There are property reporting requirements, for financial and property management purposes. There is also property disposition activity when property has been furnished or NASA chooses to take title to grant property and that property is no longer required for performance of the effort. While that activity may be delegated as well, the reports must still be coordinated for NASA internal screening of property and for closeout purposes. These duties are performed by a civil servant at the NASA Center responsible for the procurement, grant or cooperative agreements issued or managed by NSSC? This activity and cooperative agreements issued or managed by NSSC? This activity and cooperative agreements issued or managed by NSSC? This activity and cooperative agreements issued or managed by NSSC? This activity and the cooperative agreements issued or managed by NSSC? This activity and the cooperative agreements is the coordinated or managed by NSSC? This activity and the cooperative agreements is the coordinated or managed by NSSC? This activity and the cooperative agreements is the coordinated or managed by NSSC? This activity and the cooperative agreements is the coordinated or managed by NSSC? This activity and the cooperative agreements is the coordinated or managed by NSSC?	Comment Noted. Property Management remains at the Centers.
7	March 14, 2006 11:51	Sheryl Goddard		General Comment - Need an acronym page	Comment is noted. An acronym page is included.
8	March 14, 2006 11:51	Sheryl Goddard	(HQ-LD040)	General Comment – Page numbers aren't right, especially in the appendices	Agree. SDG corrected.

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9	March 14, 2006 11:51	Sheryl Goddard	,	Page 3, 5th bullet – Clarify that the NSSC will award FY06 earmarks that are not a continuation of funding from a previous year. A center may have a grant in existence to which they can add funding and continue the administration at the center.	Comment Noted. SDG Bullet 2 page 4. Centers will continue administration.
10	March 14, 2006 11:51	Sheryl Goddard	,	Page 4, 7th Bullet – Has anyone developed any guidelines for Code H about what exceptional circumstances might warrant a waiver?	Comment is noted.
11	March 14, 2006 11:51	Sheryl Goddard	(HQ-LD040)	Page 5, Step 2(c), tips and notes – typo "shall be prepared"	SDG is corrected.
12	March 14, 2006 11:51	Sheryl Goddard	(HQ-LD040)	Page 6, Step 4 – Grant modifications are called amendments.	Comment is noted.
13	March 14, 2006 11:51	Sheryl Goddard	(HQ-LD040)	Page 7, metrics – Is this metric based on an approved PR package?	Metric is based on an approved PR package.
14	March 14, 2006 11:51	Sheryl Goddard	(HQ-LD040)	Page 9, Description for NSPIRES – Does NSPIRES also support selection?	NSPIRES will support the peer review process
15	March 14, 2006 11:51	Sheryl Goddard	,	Appendix I, page 2 – NSSC identifies missing documents. This flow chart doesn't mention the 4 day hold that's covered in the roles and responsibilities on page 5. Also, Note 2 refer	Comment is noted. SDG is revised.
16	March 14, 2006 11:51	Sheryl Goddard	,	Appendix I, page 3 – How does a backlog with the NSSC-IG affect the NSSC-SP 29 day metric? Also, who performs closeout on grants, the NSSC-SP or NASA's closeout contractor?	The metric combines the time for both the SP and the IG. NSSC expects to use the NASA closeout contractor.
17	March 14, 2006 11:51	Sheryl Goddard	,	Appendix III, page 6 – The NSSC-SP sends the proposal to the center to conduct the technical evaluation – How does this affect the NSSC-SP 29 day metric? Also, Should the Request for Proposal letter be one letter per recipient or one letter for each earmark?	The metric only begins when NSSC has received a complete procurement package. The request for proposal letter is one letter per recipient.
18	March 14, 2006 11:51	Sheryl Goddard	(HQ-LD040)	Appendix III, page 2 – Need labels for who is performing the function.	Comment is noted. SDG is revised.
19	March 14, 2006 11:51	Sheryl Goddard	,	Appendix V – Do Wallops and White Sands need separate transmittal forms separate from GSFC and JSC? Should the APL-NMO have a transmittal form?	Comment is noted. We are verifying with JSC and GSFC.

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20	Monday, March 20, 2006 7:50	Lindsay, Gregory E.	(HQ-LD000)	Page 3, first paragraphSpecify what "working on pre-award activities" means; second paragraphwhat happens if CMM is not ready by June 8? Will awards continue to be delayed until CMM is online?	Pre-award activities may include preparing the file, preparing for negotiations, obtaining rates verification, obtaining missing documents, etc. NSSC is prepared to process awards if CMM is not rolled out as planned.
21	Monday, March 20, 2006 7:50	Lindsay, Gregory E.	(HQ-LD000)	Page 4, bullet 8Explain what is meant by "the review process will include the NSSC"	The requirement has been deleted.
22	Monday, March 20, 2006 7:50	Lindsay, Gregory E.	(HQ-LD000)	Page 5, define SP and IG. I am assuming that under step 2 that should be NSSC, not NSSP; Step 1what does "include NSSC in the review process for any AO"mean?	Terms SP and IG will be added to the glossary page. The word should be "NSSC". The requirement for review has been deleted.
23	Monday, March 20, 2006 7:50	Lindsay, Gregory E.	(HQ-LD000)	Somewhere in the section on Roles and Responsibilities, Action, Tip/Notes a step(s) need(s) to be included discussing yearly progress reports and closeout reports.	The comment is noted. Additional clarifications will be incorporated in the revised SDG.
24	Monday, March 20, 2006 7:50 AM	Lindsay, Gregory E.	(HQ-LD000)	Page 9, top section on NSPIRES and Grants.gov; instead of stating "No role for NSSC at this time" The will be a role when NSSC starts making awards. Per our telecon, Government personnel will be given access to internal NSPIRES in order to download documents previously sent to GSFC via hardcopy.	The comment is noted and correction will be incorporated in the revised SDG.
25	Monday, March 20, 2006 7:50	Lindsay, Gregory E.	(HQ-LD000)	Page 9, define FAADS	Comment is noted. SDG has been updated.
26	Monday, March 20, 2006 7:50	Lindsay, Gregory E.	(HQ-LD000)	Appendix 1, page 3need a box(s) pertaining to annual performance reports	Comment is noted. SDG has been revised.
27	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	General-Need a glossary and acronym list	An acronym list will be included.
28	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, I. NSSC Responsibilities. Center and NSSC Responsibilities, I. NSSC Responsibilities. Having no awards occur between May 1 and CMM rollout is not acceptable. Must have alternate process for awarding grants while awaiting CMM rollout.	NSSC will have a process in place to proceed with the awards.
29	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, I. NSSC Responsibilities-Comment-The term "science and research institutes" used in the last two bullets could refer to nearly every grant-receiving organization for SMDClarify. Refer to Appendix VI. Explain why these institutes are excluded.	Science and Research Institutes have been excluded and are not part of the Performance Work Statement.
30	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, II. Centers' Responsibilities, seventh bullet -Comment-Why should the NSSC have to concur on work that isn't going to it? Isn't it for HQ and the Center to decide? What is the waiver process?-Need to define the waiver process better. Also, NSSC should be notified, not have a concurrence role.	The requirement has been deleted. NSSC and NASA HQ are presently addressing the waiver process.
31	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, II. Centers' Responsibilities, eighth bullet-Comment-NSSC will not be included in the review process for HQ solicitationsHQ will provide the NSSC with workload planning information, but NSSC will not be in the concurrence cycle for routine solicitations. It would be appropriate to require that solicitations from the Centers (including HQ) are consistent with established interfaces and requirements between the Center and the NSSC. Otherwise the Center must establish a deviation or waiver through agreement with the NSSC.	The requirement has been deleted.
32	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities, Step 1-Comment-Verify HQ is considered a "Center" in this context Specific Roles and Responsibilities, Step 2 and on subsequent flow diagrams-Comment-Who is notified? What is the process for notifying? What if one or the other is not available? How does the Grants Technician know which to notify?-Should notify both the Technical Monitor and the PR Requisitioner. Define the notification process more clearly.	Comments are noted and will be incorporated in the revised SDG.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
33	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities, Step 2a & b-Comment-Says "may be returned". How does Grants Technician or Grants Officer know when to return it? What are the criteria?-Need time on how long the NSSC-IG will hold a package before returning and any other criteria for returning it.	Comments are noted. SDG will be revised.
34	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities, Step 4-Comment-This step is very thin. Clearly this document is skewed towards the process of making new awards, but there will need to be a number of steps defined for modifications to existing awards. There are a lot of modifications, initiated by either the recipient or the Technical Monitor. These include: PI change, PI transfer, no-cost extension, change in the SOW, budget changes, and renewals (which do appear as mods to the grant)This should include several steps, not just one general one. The process by which the recipient or Technical Monitor initiates modifications must be spelled out. Also, processes for communicating with the Technical Monitor and all other parties must be spelled out.	Comments are noted. SDG will be revised.
35	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Metrics-Comment-What does "award packages prepared" mean? -Should be "grants awarded."	Comment is noted and SDG will be revised.
36	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Metrics-Comment-This says "none to exceed 30 calendar days." That seems a little stringent, even to usShould say "none to exceed 45 calendar days."	The metrics are those included in the contract.
37	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, NAIS EPS-Comment-NAIS publishes synopsesShould read "Publishes synopses of NASA grant and cooperative agreement opportunities"	Comment is noted and SDG will be revised.
38	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, Grants.gov-Comment-Separate Grants.gov and NSPIRES. They do different thingsShould read "Government-wide system to publish synopses of NASA grant and cooperative agreement opportunities through NASA Research Announcements (NRAs) and Cooperative Agreement Notices (CANs). This system supports electronic proposal receipt."	Comment is noted and SDG will be revised.
39	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, NSPIRES-Comment-Separate Grants.gov and NSPIRES. They do different thingsDelete Grants.gov from IT System Title column. Text should read "Evaluation System. This system publishes NASA grant and cooperative agreement opportunities through NASA Research Announcements (NRAs), Announcements of Opportunity (AOs), and Cooperative Agreement Notices (CANs). Supports electronic proposal receipt and provide for"	Comment is noted and SDG will be revised.
40	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Contact Center Strategy-Comment-This should not be restricted to phone calls. Customers should be able to inquire via e-mail and/or web formUse the term "inquiry" and describe forms of inquiry that are supported	Comment is noted and SDG will be revised.
41	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Contact Center Strategy-Comment-Process needs more definition. Does not indicate if Level II and III communications will be handled by the same person throughout the lifecycle of a grant. Customers may have further comment depending on the answer to this. Fails to describe what customer is supposed to do if communication is in response to query (see incomplete package) from a Grants Technician or Grants Officer. Do these have to come in through the Contact Center? -Describe communications flow more accurately. Include scenarios such as: responding to NSSC queries, initiating mods, etc.	Comments are noted and SDG will be revised.
42	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-First two steps ("Make selection" and "HQ and Centers will") should be parallel. One applies to solicited proposals, the other to unsolicitedMake boxes parallel.	Comments are noted and SDG will be revised.
43	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-First box does not include technical evaluations Add tech eval to first box.	Comments are noted and SDG will be revised.
44	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-Subtitle says, "(Excluding Earmarks)", but earmarks are referenced in second boxDeleted one or the other.	Comments are noted and SDG will be revised.
45	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-Boxes for incomplete packages do not include notification of Technical MonitorAdd notification/contact of Technical Monitor as well as PR Requisitioner in all boxes related to incomplete packages.	Comments are noted and SDG will be revised.
46	Monday, March 20,	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-First box for incomplete packages does not have a path back to the award-processing loop when the documents are receivedShould read:	Comments are noted and SDG will be revised.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
47	Monday, March 20,	SMD	(HQ- DA000)	Package complete and acceptable?	Comments are noted and SDG will be revised.
48	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	No	Comments are noted and SDG will be revised.
49	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	NSSC-SP identifiespending receipt of the documents.	Comments are noted and SDG will be revised.
50	Monday, March 20,	SMD	(HQ- DA000)	Package complete and acceptable?	Comments are noted and SDG will be revised.
51	Monday, March 20,	SMD	(HQ- DA000)	No	Comments are noted and SDG will be revised.
52	Monday, March 20,	SMD	(HQ- DA000)	After YY days, NSSC-SP will refer to NSSC-IG	Comments are noted and SDG will be revised.
53	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	NSSC-IG will	Comments are noted and SDG will be revised.
54	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Package complete and acceptable?	Comments are noted and SDG will be revised.
55	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	No	Comments are noted and SDG will be revised.
56	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	After XX days, NSSC-IG will return to Center	Comments are noted and SDG will be revised.
57	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Yes answers should always feed back to the award processing loop ("NSSC-SP assigns"). Delete this part of the "incomplete packages" box ("When documents are received").	Comments are noted and SDG will be revised.
58	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-Grants with incomplete packages should not be put on hold until NSSC-SP has notified NASA that they are incomplete. Otherwise, the clock could be stopped indefinitely, even though the pending action belongs to the NSSC-SPMake two (or more) boxes:	Comments are noted and SDG will be revised.
59	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Identify and notify	Comments are noted and SDG will be revised.
60	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Put on hold	Comments are noted and SDG will be revised.
61	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-NMO is not included in list in Note 1-Add NMO	NMO has been added.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
62	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-Box after first decision point ("NSSC-SP assigns grants technician") is confusing. First, is the grants technician assigned only after the package is complete? If so, who is doing all the contacting in the case of incomplete packages? Second, is NSSC-SP notifying the Technical Monitor that a Grants Tech has been assigned or who the Grants Tech is (we prefer the latter)? Finally, does the end of that sentence just mean that the Grants Tech gets told he/she has been assigned that grant to work? We use "recipient" to mean the grantee. Isn't that a sort of obvious internal bit of management?-If Grants Tech is not assigned until package is complete, then leave this block here. If not, move it or split it up. Then the second sentence should read: "NSSC-SP notifies the Technical Monitor that a Grants Tech has been assigned and provides contact information." Assigning the grant to a Grants Tech should include notifying him/her; delete that part in the box.	Comments are noted and SDG will be revised.
63	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Comment-What is GIC 05-04? Is there anything we should know beyond the checklists?-	This is a Grant Information Circular providing guidance on Peer Review Documentation
64	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 3-Comment-First box under "IG" doesn't match the steps in Specific Roles and ResponsibilitiesShould read: "submit to the legal office for review. After review, NSSC Legal returns the file to NSSC Procurement."	Comments are noted and SDG will be revised.
65	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 3-Comment-Grants administration box should really be multiple boxes with processes for mods, closeouts, and other interactions. Clearly this document is skewed towards the process of making new awards, but there will need to be a number of steps defined for grants administration. For example, there are a lot of modifications, initiated by either the recipient or the Technical Monitor. These include: PI change, PI transfer, no-cost extension, change in the SOW, budget changes, and renewals (which do appear as mods to the grant)This should include several steps, not just one general one. The process by which the recipient or Technical Monitor initiates modifications must be spelled out. Also, processes for communicating with the Technical Monitor and all other parties must be spelled out.	Comments are noted and SDG will be revised. Neverthless, the SDG describes processes at a much higher level than desktop procedures.
66	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for a Solicited Grant/Cooperative Agreement-Comment-Need to agree on what constitutes proof of signature for electronically submitted proposalsFor interim, hard copy only process, NSPIRES will print statement validating electronic signature/submittal by the proposing organization.	Comments are noted. NSSC will accept NSPIRES output.
67	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for a Solicited Grant/Cooperative Agreement-Comment-The procurement office does not get a copy of the peer review. Also must be signed or electronically approved (someday)Should read: "1. Signed Technical Evaluation"	Comments are noted and SDG will be revised
68	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for a Solicited Grant/Cooperative Agreement-Comment-SMD does not require a Selection Statement. Is this a new requirement?-Clarify or delete.	Grant Officer will need for the file the final, overall rating/evaluation and a statement supporting the selection.
69	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for a Solicited Grant/Cooperative Agreement-Additions-Add "Revised Budget" under "Recipient Generated", with Xs under New (conditional, only if >20% change), Renewal, and Augmentation.	Comments are noted and SDG will be revised.
70	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Add "if Cooperative Agreement, Statement of Cooperative Nature" under "NASA Generated", with an X under New.	Grant file checklist will be modified to incorporate requirement.
71	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for an Unsolicited Proposal-AdditionsAdd "Revised Budget" under "Recipient Generated", with Xs under New (conditional, only if >20% change), Renewal, and Augmentation.	Comments are noted.
72	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Add "if Cooperative Agreement, Statement of Cooperative Nature" under "NASA Generated", with an X under New.	Comments are noted.
73	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Detailed Earmark Process Flow-Comment-Need to be more specific about who at HQ is doing what. Need to distinguish between HQ as Technical Monitor and HQ as owner of the earmark processDifferentiate between HQ organizations and clearly indicate their roles.	Flow chart will be revised.

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74	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Detailed Earmark Process Flow, Steps 8 and 9-Comment-Somewhere needs to indicate the Technical Monitor signs the DORA. Is this synonymous with approving funding or is that a different step at HQ/Center? -Add DORA signature. If funding approval is a separate step, indicate who does the final approval.	NASA HQ is in the process of revisiting the DORA process. The DORA will no longer be part of the procurement documentation.
75	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Processing Earmarks-Comment-Feedback loop for incomplete proposals is better than the one on the previous flow chart. See comments above	Comment is noted.
76	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Processing Earmarks-CommentAdd signing DORA in process flow.	NASA HQ is in the process of revisiting the DORA process. The DORA will no longer be part of the procurement documentation.
77	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Processing Earmarks-CommentAdd entity (HQ-Office of Procurement, NSSC-SP, etc) to the pieces of the flow chart. Colors don't work in B&W copies.	Comment is noted.
78	Monday, March 20, 2006 10:51 AM	SMD	(HQ- DA000)	Appendix III, Processing Earmarks-Comment-Grants administration box should really be multiple boxes with processes for mods, closeouts, and other interactions. Clearly this document is skewed towards the process of making new awards, but there will need to be a number of steps defined for grants administration. For example, there are a lot of modifications, initiated by either the recipient or the Technical Monitor. These include: PI change, PI transfer, no-cost extension, change in the SOW, budget changes, and renewals (which do appear as mods to the grant)This should include several steps, not just one general one. The process by which the recipient or Technical Monitor initiates modifications must be spelled out. Also, processes for communicating with the Technical Monitor and all other parties must be spelled out.	Comments are noted and SDG will be revised. Neverthless, the SDG describes processes at a much higher level than desktop procedures.
79	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix IV-Comment-Is there any proprietary data in the scanned award document? E-mail is a completely non-secure method of transmitting it. Does finance office have/use CMM? Would they be able to get documentation from there?-Find secure solution or determine no proprietary data will be transmitted.	Award documents do not contain proprietary data.
80	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix V-Comment-Information on transmittal sheets is not adequate to uniquely identify a given grantAdd PI Name, PI Institution, and Grant Number (if known) to the sheets.	Comments are noted. The transmittal sheets are being revised.
81	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Introduction/p. 2 of 35-Query-Last sentence in second paragraph refers to improvement in data quality. What data is being improved and how?-	The data is mainly the data entered by the Office of Procurement into the required federal reporting data bases. With the IT system interfaces we are striving to eliminate duplication of entries thereby diminishing opportunities for errors.
82	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, I. NSSC Responsibilities-Query-Does second to last bullet really apply only in FY06? If so, what happens in other years?-	Comment is noted. FY06 to be removed.
83	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, II. Centers' Responsibilities-Query-What does it mean to "preserve existing science and research institutes"? Also, would "maintain" be a better word?-	Maintain is a better word. SDG will be changed.
84	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, II. Centers' Responsibilities, ninth bullet-Query-This bullet says Centers retain allactivities (costing)." What will the Centers do for costing after the transition of FM activities to NSSC?-	Comment is noted. The question has been forwarded to the finance team.
85	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities, Step 5-Query-What exactly goes to ONR? Does NASA keep a record? Does ONR send anything back? -	Delegations to ONR are very limited and grant specific. Delegations are part of the data entered into the federal reporting data base.
	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Metrics-Query-Shouldn't the receiving entity be/include CMM? -	Comment is noted and SDG will be revised.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
87	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, NSPIRES-Query-Do you want to capture future system interfaces and NSSC roles? If so, where? If so, should include CMM interface in the discussion of future interfaces	It is too early to discuss the possibility to have an interface between CMM and NSPIRES. But this is something we plan to research.
88	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, ONR-Query-Should this say "Supports grants closeouts"? How do we get info to ONR? Do we get info back? Do we connect to their system in any way? -	ONR no longer performs closeout activities for NASA.
89	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, Grants Website-Query-Will this be live on May 1? If not, when?-	We intend to have the web site up and running by May 1st.
90	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 3-Query-In Note 3, what is meant by "Program Office"? -	We view the Program Office as any level above the Technical Officer requesting to be on any distribution lists.
91	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 3-Query-In final box, why does it say "closeout contractor"? Prior steps imply closeout is done by ONR. There seem to be some steps missing	NASA has a closeout contractor responsibles for closing both contracts and grants/cooperative agreements.
92	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Detailed Earmark Process Flow, Step 8-Query-What happens if Technical Monitor determines that the proposal is incomplete, inappropriate or inadequate? Does Technical Monitor return the proposal to the NSSC-SP or does he/she contact the recipient?-	The communication between the Technical Officer, the recipient, and NSSC is specific to the proposal reviewed.
93	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Processing Earmarks-Query-What part of HQ is referenced in first box?-	The owner of the earmark process at HQ
94	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Processing Earmarks-Query-What part of HQ is referenced in 5th box (second on left-hand side)?-	The owner of the earmark process at HQ
95	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Processing Earmarks-Query-In Note 1, what is meant by "Program Office"?-	We view the Program Office as any level above the Technical Officer requesting to be on any distribution lists.
96	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix V-Query-What is the barcode? How is that going to be implemented? Is it unique to each document? Each grant? Each Center?	The bar coding process is still under review.
97	Monday, March 20, 2006 10:51 AM	SMD	(HQ- DA000)	When the packages are electronic, what will be the purpose of the barcode? Currently our staff generates the checklist electronically, using mail merge so they don't have to retype (and potentially mistype) the fields, such as Proposal Title. A separate hardcopy document with a scannable barcode doesn't make sense when we go to electronic packages. Also, how do we generate the barcode? -	Comments are noted and the question has been forwarded to the Service Provider.
98	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix V-Query-Which POC is supposed to be on the transmittal sheet? Should it be the Technical Officer or the PR Requisitioner or the grantee? Or does it vary depending on the type of correspondence? -	Point of origin will vary based on the type of the correspondence.
99	Monday, March 20, 2006 10:51 AM	SMD	(HQ- DA000)	Appendix VI-Query-Who does this routing? Who is responsible for maintaining this list and checking each award against it?-	NSSC will verify against the federal reporting data bases. PR Requisitioners at each Center also know if the Center has an award to establish an institute.
	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, II. Centers' Responsibilities and throughout document- Usage-This section introduces the term "technical requirements package" to describe the documentation required to process the grant. This is a fine term and should be used throughout. Instead, this collection of documentation is referred to as "PR Package", "technical package", and an assortment of other termsUse "Technical Requirements Package". Capitalize it and use the abbreviation "TRP" throughout after the first use. Then the Grant Package will include the TRP and the PR itself (in SAP).	Comments are noted and SDG will be updated.
101	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities and throughout document-Usage-"SP" and "IG" are NSSC-specific terms that are confusing anywhere else. IG means Investigator General everywhere except in Circular A-76Use Service Provider (SP) and Civil Servant (CS). Spell out first use.	Comments are noted and SDG will be updated.
102	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities, Step 2 and on subsequent flow diagrams-Usage-Both "PR Requisitioner" and "resource center" are usedStandardize on "PR Requisitoner".	Comments are noted and SDG will be updated.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
103	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Metrics-UsageUse "TRP"	Comments are noted and SDG will be updated.
104	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, Remedy-UsageUse "TRP" rather than Tech Doc Document.	Comments are noted and SDG will be updated.
105	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Contact Center Strategy-Usage-Is it a Contact Center or a Call Center?-Standardize on one term and use consistently. Also, capitalize consistently.	Comment is noted we will standardize to "Contact Center"
106	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Usage-Use "Grants Package" to refer to TRP plus PR in SAP; use TRP to refer to the documentation that accompanies the PR	Comment is noted and SDG will be revised.
107	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Processing Earmarks and throughout document-Usage-Terms "Technical Officer" and "Technical Monitor" are used interchangeablyStandardize on one and use throughout.	Comment is noted and SDG will be revised.
108	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix V-Usage-Inconsistent nomenclature for grants documentationUse Technical Requirements Package /TRP throughout document.	Comment is noted and SDG will be revised.
109	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Introduction/p. 2 of 35-Edit-Extra apostrophe in first sentenceShould read: "26 Federal agencies that"	Correction has been made.
110	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, I. NSSC Responsibilities-Edit-CMM abbreviation used before it is spelled out Should spell out first use of CMM and then use abbreviation thereafter.	Comment is noted and SDG will be revised.
111	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, DHHS-Edit-Left out "(non-NASA system)"-	Comment is noted and SDG will be revised.
112	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, FAADS-Edit-Spell out first use. Is this a NASA system?-	Comment is noted and SDG will be revised.
113	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	System Components, CMM-Edit-No verb for management informationIf CMM tracks both lead times and mgt info, then it should read: "facilitates data reporting and tracks lead times and management information." Otherwise, give Mgt info a verb.	Comment is noted and SDG will be revised.
114	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for an Unsolicited Proposal-Edit-Definitions are confusingShould read: "Augmentation: increased work within the same period of performance. A JAUP is required for an augmentation that includes work outside the scope of the original proposal."	Comment is noted and SDG will be revised.
115	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix V-Edit-Inconsistent use of italicsShould italicize sentence starting "Images transmitted to this email"	Comment is noted and SDG will be revised.
116	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Objective/p. 2 of 35-Typo-First sentence missing the word "cooperative". Also, is G&CA an organization or a process? Should the title of the organization be capitalized? -Should read: "grants and cooperative agreements".	Comment is noted and SDG will be revised.
117	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Center and NSSC Responsibilities, II. Centers' Responsibilities-Typo-Need apostrophe after "Centers" in section titleShould read: "Centers' Responsibilities"	Comment is noted and SDG will be revised.
118	Monday, March 20, 2006 10:51 AM	SMD	(HQ- DA000)	Center and NSSC Responsibilities, II. Centers' Responsibilities and throughout document-Typo-References to NASA Centers sometimes use a capital "C" and sometimes use lower case. Also use of center/Center to refer to the NSSC is confusingStandardize on "NASA Center" and "NSSC".	Comment is noted and SDG will be revised.
119	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities, Step 2d-TypoNeed comma after "If legal review is required" and "After legal review".	Comment is noted and SDG will be revised.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
120	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Contact Center Strategy-Typo-Extra apostrophe in last sentenceShould read: "listing of Procurement SPs"	Comment is noted and SDG will be revised.
121	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 3-Typo-Top right-hand box has typoShould read: "until transition of these activities to NSSC."	Comment is noted and SDG will be revised.
122	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for a Solicited Grant/Cooperative Agreement-Typo-Case is an acronym Should read: "PR and CASE report".	Comment is noted and SDG will be revised.
123	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix II, Required Documentation for an Unsolicited Proposal-Typo-Case is an acronymShould read: "PR and CASE report".	Comment is noted and SDG will be revised.
124	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix III, Detailed Earmark Process Flow, Step 7-Typo-Step 7(a) missing an "s"Should read: "Review proposals to"	Comment is noted and SDG will be revised.
125	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix IV-Typo-No comma before and after "etc."-Should read: "recipient, etc., in accordance"	Comment is noted and SDG will be revised.
126	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Specific Roles and Responsibilities, Step 2c -TyposShould say "begins processing" and "shall be prepared".	Comment is noted and SDG will be revised.
127	Monday, March 20, 2006 10:51	SMD	(HQ- DA000)	Appendix I, Grant/Cooperative Agreement Process, p. 2-Typos-Lots of extra/missing spaces. "Requisitioner" misspelled in 4th box down on left side ("NSSC-SP identifies")-	Comment is noted and SDG will be revised.
128	Tuesday, March 21, 2006 3:28 PM	Marsee, H. Gray	(HQ- DA000)	For research and reference purposes, the citations to the NASA Grants and Cooperative Agreements Handbook on pages 3 and 4 of this Guide should be changed to include "14 CFR" before the Part 1200 references. For example, the first bullet on page 3 should change from " as defined in Part 1260.4(a)" to " as defined in 14 CFR in Part 1260.4(a)". And the next bullet should reference 14 CFR Part 1260.4(b); as should the next bullet after that and then the fourth bullet on page 4 should also reference 14 CFR.	Comment is Noted. SDG updated.
129	Tuesday, March 21, 2006 3:28	Marsee, H. Gray	(HQ- DA000)	The first time CMM is referenced in the first sentence on page 3, it would be useful to spell-out "Contract Management Module" and follow this with CMM in parentheses.	Comment is noted. SDG updated.
130	Tuesday, March 21, 2006 3:28	Marsee, H. Gray	(HQ- DA000)	Throughout this Guide there are references to NSSC SP and NSSC IG. It would be useful if the full name of the SP and IG organizations were spelled-out since it is not otherwise clear what these organizations are.	Comment noted SP= Service Provider IG has been changed to CS and = Civil Servant
131	Tuesday, March 21, 2006 3:28 PM	Marsee, H. Gray	(HQ- DA000)	On page 8, it is stated that all SP participants will sign non-disclosure agreements. This requirement is fine if these are contractor employees. However, if they are NASA employees, the signing of a non-disclosure agreement should not be required. Under the Trade Secrets Act (18 USC 1905), it is a crime for a Federal employee to improperly disclose confidential or proprietary information. Therefore, it should not be necessary for NASA employees to sign non-disclosure agreements.	The requirement is for contractor employees.
132	Thursday, March 23, 2006 8:45	Gary Heagy	Ames Research Center	Page 6, Step 2 (d): The Tips/Notes column indicates "Reasons for the return and corrections required are documented." Documented where? Will this be accessible by Center staff to determine status?	Comment is noted. SDG will be updated.
133	Thursday, March 23, 2006 8:45	Gary Heagy	Ames Research Center	Page 6, Step 2 (e): The acronym FAADs is mentionedwhat is this? Is this another type of documentation generation/tracking/financial system? Will this info feed into FPDS, CMM, S.A.P.?	Acronym list has been added CMM will interface with FAAD's, FPDS, G and SAP

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
134	Thursday, March 23, 2006 8:45 AM	Gary Heagy	Ames Research Center	Page 6, Step 3: Will NSSC automatically assign delegation to ONR, or will coordination be made with the "Center's staff"? Does this mean the NSSC Grant Officer will contact someone at Ames to determine delegation, if so, who at ARC will be contacted-someone in the Acquisition Division or the Technical Monitor? ARC does not delegate any type of administration for grants/cooperative agreements (c/a) to ONR. As you know, Brace management performs Close Outs for ARC's grants/c/a. Will Brace continue to perform close outs? If delegation is assigned to ONR, will the Centers be included as part of the distribution list for the delegation paperwork?	Delegation with ONR, if required, will be coordinated with the technical officer.
135	Thursday, March 23, 2006 8:45	Gary Heagy	Ames Research Center	Page 7, top block: Have close out procedures at NSSC been determined? NSSC or ONR?	Close out contractor will determine procedures according to 14 CFR 1260.77
136	Thursday, March 23, 2006 8:45	Gary Heagy	Ames Research Center	Page 9, System Components (Existing Systems): Is/Will FAADS will this be accessible by Centers, as well?	Government employees have query access at centers discretion.
137	Thursday, March 23, 2006 8:45 AM	Gary Heagy	Ames Research Center	Page 10, New Systems: Grants Website: is this website for the public or NASA or both?	The website will be for both the public and NASA.
138	Thursday, March 23, 2006 8:45	Gary Heagy	Ames Research Center	How/will Centers be notified of NSSC's receipt of proposal transmitted to the NSSC from Centers? Will the tracking be possible through the bar code on the Transmittal Page?	Notification to centers will be built into the flow Chart. Center will be notified via email of who the Grant Technician and Grant Officer.
139	Thursday, March 23, 2006 8:45 AM	Gary Heagy	Ames Research Center	Is it anticipated that all the pre-award activities (see Note 1 of Appendix 1) be performed at the Center by Procurement or Procurement and the Technical Organization or only the Technical Organization? A procurement focal point for receipt of all proposals would allow the Centers to track and follow-up on each proposal submitted	Pre-award activities are performed in accordance with Center's policies and procedures.
140	Thursday, March 23, 2006 8:45 AM	Gary Heagy	Ames Research Center	ARC's Technology Partnerships Division (EP) (formerly Commercial Technology) requires copies of every proposal and grant/c/a that is accepted and awarded. Hence, EP reviews the proposals for "New Technology", etc. Consequently, NSSC should also seek guidance as to the inclusion of EP's requirements in the process.	New technology management remains at the Centers.
141	Thursday, March 23, 2006 8:45 AM	Gary Heagy	Ames Research Center	A recent question has been asked by another federal agency with whom Ames would like to collaborate with on research efforts - we have been questioned as to our ability to provide procurement support to this agency (essentially acting as their procurement agent for R&D) - if we work with another agency and they want to do a BAA that will result in contracts and grants/cooperative agreements - the Center would appear to be responsible for executing the contracts, but would the grant/cooperative agreement work be expected to be done at the NSSC (as if it was NASA's own) or would the Center be responsible to provide that support independent of the NSSC??	NSSC has the responsibility to award new grants and/or cooperative agreements. Award of new contracts remains at the Centers.
142	Wednesday, March 22, 2006 4:33 PM	Baugh, Tom A.	JSC-BJ	. It's going to be difficult for the customers to know who to talk to if JSC, and other centers, keep the multi-year funded grants. This may cause confusion on the customer's part regarding who they need to call with a question on one of their grants if they have grants in both locations (this is likely to happen). It would make more sense for NSSC to take over grants with more than 1 year of performance remaining in order to mitigate this. It is understood that this issue has been addressed many times. JSC plans to add a link to the Office of Procurement Internal Homepage for "GRANTS" and include the NSSC link along with an explanation that grants awarded prior to 10/1/06 will still be handled by the cognizant JSC procurement office	Comment is noted.
143	Wednesday, March 22, 2006 4:33 PM	A.	JSC-BJ	. The Technical Package Transmittal Form in the NSSC's Service is what the technical organization would be filling out to transmit their grant packages to NSSC. The current method of providing the grant package is through SAP (via attachment of documents within SAP with the PR) with transmittal of the proposal in snail mail. Is it NSSC's plan to forego use of SAP as the method by which grants are initiated?	Whitesand and Whallops will be deleted.
144	Wednesday, March 22, 2006 4:33 PM	Baugh, Tom A.	JSC-BJ	Appendix V, "Technical Package Transmittal Forms to NSSC-G&CA", contains a specific transmittal form for White Sands. As White Sands is not a Center and is part of the Johnson Space Center, it is recommended that the transmittal form for White Sands be deleted from the Service Delivery Guide. Grant initiators at White Sands should us the transmittal form that indicates JSC as the Center	Comment is noted.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
145		Manthey, Mark W.	GRC-CHB0	Not necessary to repeat transmittal forms (Appendix V) once for each Center	Revised forms will be incorporated in the SDG
146		Manthey, Mark W.	GRC-CHB0	Where will the barcode come from for the Appendix V transmittal forms?	The barcoding process is still under review
147		Manthey, Mark W.	GRC-CHB0	The 4-day response time expected for incomplete packages, in step 2(a), may often be missed - suggest 7 days to allow for absences due to travel or vacation	Comment is noted. SDG will be updated.
148	Wednesday, March 22, 2006 2:51	Heidi Shaw (Grant Officer)	GRC-CHB0	Page 4 - 3rd bullet "Appendix VI contains a list of current research institutes excluded from NSSC award and administration" NOTE: appendix VI was not attached	Comment is noted. SDG will be updated.
149	Wednesday, March 22, 2006 2:51 PM	Heidi Shaw (Grant Officer)	GRC-CHB0	Page 5 - Under Tips/Notes - Step 2 (c) NSSC SPfirst sentence - there is a typo "Grant and grant file shall be prepared in compliance"	SDG has been corrected
150	Wednesday, March 22, 2006 2:51 PM	Heidi Shaw (Grant Officer)	GRC-CHB0	Page 7 - NSSC IG/SP under column headed "Action""Once a grant or agreement is physically complete, the NSSC-SP transfers the file for closeout in accordance with internal NSSC procedures." Question - to whom are they transferring the file to close, is it back to the center for Brace closeout?	Awards made by SNNC will be closed at NSSC by the closeout contractor.
151	Wednesday, March 22, 2006 2:51 PM	Heidi Shaw (Grant Officer)	GRC-CHB0	On Appendix I - first column3rd large box"NSSC-SP identified missing documents and contacts the PR Requisitioner to obtain those missing documents" Question - will they be contacting the person who wrote the PR? or will each center have one point of contact? or wouldn't they go directly to the technical monitor as we do now?	Comments are noted. SDG will be revised.
152	March 22,	Heidi Shaw (Grant Officer)	GRC-CHB0	On Appendix I - first column4th large box same comment as above regarding whom NSSC will contact for missing information	Comments are noted. SDG will be revised.
153	Wednesday, March 22, 2006 2:51	Heidi Shaw (Grant Officer)	GRC-CHB0	On Appendix II - Required Documentation for A Solicited Grant/Cooperative Agreement: in the column "Multi-Yr Award" - a CASE report is not required, but a PR is, also the same for the augmentation column	Comment is noted.
154	Wednesday, March 22, 2006 2:51 PM	Heidi Shaw (Grant Officer)	GRC-CHB0	On Appendix II - Required Documentation for an Unsolicited Proposal: in the columns "Multi-Yr. Renewal and Augmentation" - CASE report is not require - only on new awards, however, PR is required	Comment is noted.
155	March 22,	Heidi Shaw (Grant Officer)	GRC-CHB0	On all of the Grants/Agreements Transmittal Forms - for all centers- same comment as above regarding the CASE report not being required for multi-yr renewals or augmentations	Comment is noted.
156	Wednesday, March 22, 2006 2:51	Bhim Singh (Technical Community	GRC-CHB0	Involving the NSSC in the peer-review process is not necessary and I doubt if it will add any value. HQ and soliciting Centers should keep NSSC in the information loop in terms of schedules and anticipated number of awards etc so NSSC is better prepared to handle the work load.	The requirement has been deleted.
157	Wednesday, March 22, 2006 2:51	Bhim Singh (Technical Community	GRC-CHB0	The initial process appears to rely on use of paper documents. They should move to electronic process to speed up awards	Comment is noted. NSSC expects to move to a complete end to end electronic system.
158	March 22,	Bhim Singh (Technical Community	GRC-CHB0	I recommend that the NSSC grant technicians visit the Centers and provide information/feedback at the appropriate time to make the process smooth	Comment is noted the SDG will be revised.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
159	Wednesday, March 22, 2006 2:51 PM	Pat Dimoline (Industrial Property Office)	GRC-CHB0	Page 4, last paragraph "The centers retain all program/project management, etc." Remove the question mark after property management. It is my understanding that property management will still be handled by the Industrial Property Office at NASA Glenn. Our interface will be with NSSC on any new grant/cooperative agreement awards issued by the NSSC. We will need a point of contact at NSSC.	Comment is noted, the SDG will be revised.
160	Wednesday, March 22, 2006 2:51 PM	Pat Dimoline (Industrial Property Office)	GRC-CHB0	Specific Roles & Responsibilities, Page 7 Step 5, "Once a grant or agreement is physically complete, the NSSC-SP transfers the file for closeout in accordance with internal NSSC procedures." Do the procedures include the center property offices???	Comment Noted. Distribution will include property office, when appropriate.
161	Wednesday, March 22, 2006 2:51 PM	Pat Dimoline (Industrial Property Office)	GRC-CHB0	Appendix I, Flow Chart Page 3, Block Titled "Note 3" This block deals with standard distribution. I do not see the Industrial Property Office on that list. In view of my statement that our office would retain property management, we should be added to the list. Since this distribution will be done electronically, do we need to create a separate email account to receive the grants, cooperative agreements and supplements from NSSC??	Comment Noted. NSSC will include the industrial Property Office in distribution.
162	Wednesday, March 22, 2006 2:51 PM	Pat Dimoline (Industrial Property Office)	GRC-CHB0	Appendix IV, Page 2 This section deals with distribution to Finance, but it mentions "standard distribution procedures in the NASA grants and cooperative agreements handbook". When gfp is provided, it is appropriate to include the Industrial Property office in the distribution. My comment to Appendix I may have covered this re: standard distribution.	Distribuition will be IAW NSSC processes and procedures
163	Wednesday, March 22, 2006 2:51 PM	Pat Dimoline (Industrial Property Office)	GRC-CHB0	Appendix VI, Page 15 Title: "List of current Science and Research Institutes excluded from NSSC award and administration." I do not see the new OAI Partnership Agreement included on this list.	OAI will be added to Appendix VI
164	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 3, Paragraph 3, Bullet no. 2: NSSC states it will award grants with commercial firms under Subpart A and B. Question 1: Does this mean NSSC will not award cooperative agreements with commercial firms in accordance with Subpart A and B? Question 2: Is this cooperative agreements for profit of Section A and B and/or Section D?	NSSC will not make award of cooperative agreements under Section D.
165	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 4, Center Responsibilities: Bullet No. 1: "Provide to NSSC a complete technical requirements package (See Appendix II)" Question: Who will be providing this complete technical package to NSSC? Procurement POC? or Technical POC?	The center will have the requirement to provide a complete technical requirements package to the NSSC, IAW center policies and procedures
166	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Bullet No. 3: "Award and Administration of Cooperative agreements to establish and/or preserve existing science and research institutes. (Appendix VI contains current research institutes excluded from NSSC award and administration.) Note: Add GRC institutes to the list of exclusions. NCMR 2. Ohio Aerospace Institute (OAI)	Noted, and added to Appendix VI
167	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 5, Roles and Responsibilities, Action, tips/Notes Step 1: (Last sentence) "Forward the package to NSSC using the appropriate transmittal cover sheet" Question: Who will forward the package to NSSC?	The center will have the requirement to provide a complete technical requirements package to the NSSC, IAW center policies and procedures
168	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Step 2 (a): "if PR Package is incomplete, notify center technical monitor or resource center." Question 1: What is the resource center? Comment: NSSC needs to identify who will be submitting the PR package to NSSC.	Contact will be initiated on a case by case basis to the POC listed on the TRP. The resource center is a HQ element and may not be at all centers.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
169	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Step 2 (b): Contact Center's staff to obtain missing documents. Question 1: Who will you be contacting at the Center? Comment the technical monitor will not know who to contact and the requisitioner in the system is often not the technical monitor but a support contractor or secretary.	Technical Officer shall make every effort to submit a complete TRP, and communications between the NSSC and the center will be ongoing.
170	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Is it the Center's responsibility to make sure we have a valid proposal? It is not really stated.	NSSC and the technical officer will ensure we have a valid proposal.
171	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Who will obtain new Vendor ID numbers, verify CAGE Codes are active, and check with HHS to verify the Facilities and Administrative (Indirect) Cost Rates?	This is the responsibility of the NSSC Grant Officer.
172	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	If NSSC's definition of a complete package is just the receipt of transmittal documents it is a different definition of what I would consider complete	This is in accordance with NSSC internal Policy and Procedures.
173	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	What is the process to make sure you have everything and are ready to award. (The negotiation of issues, inactive CAGE Codes, the need for an IFM Vendor Number?	Comment is noted and the SDG will be clarified. It is the responsibility of the Grant Officer prior to award.
174	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Step 2 (c) Tips/Notes: Question How can the NSSC-SP Grant Officer conduct negotiations after the grant award document is prepared?	Comment is noted, the SDG will be clarified.
175	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Step 2 (d) NSSC-IG Tips/Notes: "If the file cannot be approved and signed the grant officer will return the file to the SP for correction." Comment: Same as above	Comment is noted, the SDG will be clarified.
176	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Step 3 NSSC-IG/SP: Action: "NSSC prepares delegations for Grant Officer signature." Question: Will the Grant Handbook be changed to require a signature for delegations? Comment: The signature requirement was removed so we could electronically submit delegations. Currently, GRC uploads all ONR delegations to the ONR Workplace and sends DCMA delegations electronically. Also, in accordance with the Grant Handbook ONR electronically submits a report to the GRC Grant Office acknowledging acceptance of the delegations. This change greatly improved issues with submitting and receiving acknowledgment on delegations.	Administrative functions shall be conducted IAW NSSC Policies and Procedures.
177	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 6 Step 4 NSSC IG/SP: "NSSC-SP grants technician will perform administrative functions with guidance from NSSC-IG Grant Officer and with coordination with the Center's staff, in accordance with the NSSC Procedures. Question: Have you contacted the Center staff to discuss this internal NSSC procedures for the administration of grants and cooperative agreements? For example: 1. Change of TM, 2. Add government property, 3. No cost extensions, 5. Adjustments to deobligate funding at close of grant or cooperative agreement based on Final SF272, 6. Transfer of Principal Investigator from one institution to another institution, 7. Incremental Funding actions	compliance with the Grants and Cooperative

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
178	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 7 NSSC IG/SP "Once a grant or cooperative agreement is physically complete, the NSSC-SP transfers the file for closeout in accordance with internal NSSC procedures. Question: What is NSSC internal procedures for determining when a file is truly physically complete?	Transfer of files to the Close out contractor will be performed IAW NSSC internal procedures.
179	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Comment: Unless NSSC is performing the closeout process, NSSC needs to provide how they will operate with the closeout team. The current closeout team contacts the technical monitor to determine when a grant or cooperative agreement is really physically complete. This helps eliminate some duplicate effort. Closing files that are indeed being renewed and/or extended. Currently, the support service contractor (closeout team) check with the technical monitor and the Grant Officer to determine which files are ready to be expediting for closeout.	Closeout will be performed IAW NSSC internal procedures.
180	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	What is NSSC's procedure for closeout? Comment: The NSSC and/or HQ should be contacting all parties this change affects so they know what the new process is. For example: Grantees need to know who to submit there no cost extension requests to	This will be IAW NSSC internal processes. In addition an instructional letter will be attached to each NSSC award to give grantees a complete set of instructions.
181	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	How will you know if a proposal is being processed for a renewal and NSSC hasn't received the package yet but the grant or cooperative agreement expires.	NSSC will be pro-active to ensure renewal's are processed prior to the expiration of the grants/cooperative agreements.
182	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 7 Metrics: Comment: NSSC should define "complete technical package" Is it Appendix V?	NSSC. The technical officer shall make every effort to submit a complete Technical Requirements Package (TRP).
183	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Who will be required to obtain cost detail or missing data from the grantee? NSSC or Center?	The NSSC will work with the center and grantees to obtain missing required data
184	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 8 System Components, Access Requirements NSSC needs access to the ONR Workplace for delegations and access to DHHS to verify and print Facilities and Administrative (Indirect) Cost Rates.	Comment is noted.
185	GRC-CHB0	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Page 2 of 35 Fourth Square in the First Row. "NSSC-IG will contact the PR Requisitioner to obtain the documents."NSSC and each Center need to communicate who the NSSC-IG should contact. In most instances, the PR Requisitioner is not a technical monitor but a secretary or contract support person. If it is just to obtain documents (especially to recipients) they may not know who to contact to get the documents. The technical people have contact with their counterparts Principal Investigator and not the Office of Sponsored Programs or Contracts and Grants Office at the university	Comment is noted. Flow Chart will be revised.
186	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Second Column, Fifth Symbol or Square down. "Establishes the grant file and writes the grant document to process the award in accordance with NSSC-SP internal procedures	Comment is noted. Flow Chart will be revised.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
187	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Second Column, Sixth Symbol or Square down. "Submit the complete grant file to the NSSC-IG for review and approval."	Comment is noted. Flow Chart will be revised.
188	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Comment: NSSC is preparing an award document prior to review and negotiations. This seems a little backwards to me and will probably be a lot of duplicate effort	Comment is noted. Flow Chart will be revised.
189	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Appendix I, Page 3 First Column: Same comment as above. Note 3: "Standard Distribution" Comment: NSSC did not list closeout team, industrial property, and technology transfer office.	Distribuition will be IAW NSSC processes and procedures
190	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Third Column, Third Box: "During the administration of the grant and/or cooperative agreement, the NSSC-SP will process all necessary changes and prepare the documentation supporting those changes." Comment: Centers and grantee personnel need to know the NSSC process for no cost extension, TM changes, PI changes, and adding government property.	This will be IAW NSSC internal processes. In addition an instructional letter will be attached to each NSSC award with complete instructions for Grantee.
191	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Appendix II, Page 2 of 35 "Required Documentation for a solicited Grant/Cooperative Agreement." Second Column: "Multi-Yr Renewal" Comment: Multi-Yr Renewal sounds lie the wrong title to me. If NSSC means the out years of a multiple year proposal awarded as a grant or cooperative agreement. (For example: Funding years 2, 3, 4, etc.) then the title should reflect that. If this is the case, the items identified under column two is correct except Item 6. Only a PR is required. A Case Report is not required Item 6 should be split and give the Case Report its own line.	Comment is noted, the SDG will be revised.
192	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	If NSSC was combining renewal of a grant or cooperative agreement with the Out years of a Multiple Year Grant or Cooperative Agreement as reflected in the title Multi-Yr Renewal, then this title needs to be split and a new column created for Renewal is needed. For renewal proposals the only items not required would be the "Case Report. It would be the same as the new award except the Case Report is not needed.	Comment is noted, the SDG will be revised.
193	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Third Column: "Augmentations" The Case Report is not required. Per the Grant Handbook the NF 1356 Case Report is to be submitted by the technical monitor with the "BASIC AWARD". It is not required for supplements.	Comment is noted, the SDG will be revised.
194	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Appendix II, Page 3 "Required Documentation for an Unsolicited Proposal" "Multi-Yr/Renewal" Comments: Same as above	Comment is noted, the SDG will be revised.
195	Wednesday, March 22, 2006 2:51 PM	Gage (Lead	GRC-CHB0	"Augmentation" Comment: Same as above	Comment is noted, the SDG will be revised.
196	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Appendix III, Page 4, Detailed Earmark Process Flow Comments: Somewhere between Step 1 and Step 2, the NSSC need to contact HQ/Center technical personnel to determine if the earmarks will be a contract, grant or cooperative agreement. Also, whether the recipient is for profit or non profit. Programmatic earmarks don't usually identify the recipient. Some things may be done in house at the Center and some may be contracted out.	Comment is noted, the SDG will be revised.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
197	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Appendix III, Page 5 Comment: According to earmark telecons and sample RFP letter, NSSC needs to coordinate with the technical personnel and determine when the DORA has been approved by HQ prior to technical monitor preparing PR. Also, RFP letters should inform recipients to make contact with technical personnel in the development of the proposal so that the proposal meets NASA mission requirements and to reduce processing time caused by revised proposals.	The NSSC will follow new guidance from HQ with regards to DORA processing. The DORA is going to be removed from procurement.
198	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Appendix IV Distribution of Award Documents Page 2 of 35 Comments: Need to add the following to your distribution: 1. Industry Property Office 2. New Technology/Tech Partnership Office 3. The Closeout Support Group (Currently BMG) In addition, the bottom half of the transmittal forms for all Centers should be corrected as stated for Appendix II.	Comment is noted and SDG will be revised.
199	Wednesday, March 22, 2006 2:51 PM	Saundra Gage (Lead Grant Officer)	GRC-CHB0	Appendix VI "List of current Science and Research Institutes excluded from NSSC award and administration" Comment: For GRC add: 1. NCMR 2. Ohio Aerospace Institute (OAI)	Comment is noted and SDG Appendix VI will be revised.
200	Wednesday, March 22, 2006 3:34	Baker, Bradley J.	GRC-CH00	II. Center's Responsibilities-bulletin 9- add (safety, budgeting, funding, costing, technology transfer?, property management?).	Comment is noted and SDG will be revised.
201	Wednesday, March 22, 2006 3:34	Baker, Bradley J.	GRC-CH00	Roles and Responsibilities- Tips/Notes- NASA Center-Today HQ makes many NRA selections without ever consulting the Centers who must award the grants or contracts. This review process will be cumbersome and lengthy without obvious benefit.	Comment is noted and SDG will be revised.
202	Wednesday, March 22, 2006 3:34	Baker, Bradley J.	GRC-CH00	Roles and Responsibilities- Step 2 (e) We assume this includes insuring the recipient has a current CCR registration and CAGE Code and if not, obtaining one. This might be better done at step 2(c).	Comment is noted and SDG will be revised.
203	Wednesday, March 22, 2006 3:34	Baker, Bradley J.	GRC-CH00	Contact Center Strategy Suggest the Centers be provided the list of Procurement SP's and their areas of responsibility to enhance communication.	Noted. Contact Center Strategy has been updated in SDG.
204	Wednesday, March 22, 2006 3:34	Baker, Bradley J.	GRC-CH00	Need to add to Appendix VI- National Center for Microgravity Research (NCMR), Cleveland Ohio Ohio Aerospace Institute (OAI), Brookpark Ohio	SDG is updated.
205	Friday, March 24, 2006 1:29		HQ-BF018	Generally, the Contracting Officer's Technical Representative (COTR) and the Contracting Officer (CO) work together to make changes in or give direction to grantees. How will these people "interact" with the NSSC?	Grant officer will work and support COTR to make changes and give direction to the Grantee.
206	Friday, March 24, 2006 1:29		HQ-BF019	(PLEASE DEFINE STATUS. ANNUAL REPORTS INTENDED FOR NASA TECHNICAL OFFICERS CANNOT BE POSTED ON PUBLIC WEB SITES FOR BIOMEDICAL GRANTS/CAS)	NSSC does not intend to post any annual reports on the Public web site, Milestones for deliverable posted will include due date and received dates.
207	Friday, March 24, 2006 1:29		HQ-BF019	II. Centers Responsibilities bulletin 7 (Io) PLEASE DEFINE WHAT IS MEANT BY "INCLUDE THE NSSC"	Comment is noted and SDG will be revised
208	Friday, March 24, 2006 1:29 PM		HQ-BF019	II. Centers Responsibilities bulletin 8 (Io) WHAT ABOUT TECHNICAL MONITORING AND ASSESSMENT? SINCE NSSC FUNCTION INCLUDES "ADMINISTRATION OF GRANTS AND CAS", I ASSUME THEY COLLECT DOCUMENTATION FROM THE GRANTEES. IS THERE A MECHANISM IN PLACE FOR NSSC ACQUIRING ANNUAL OR OTHER PERIODIC REPORTS, AND THEN EFFICIENTLY DELIVERING THEM TO NASA TECHNICAL STAFF FOR MONITORING AND EVALUATION?	Yes, a manual process is in place and the NSSC is looking at electronic alternatives for future enhancements,
209	Friday, March 24, 2006 1:29		HQ-BF019	THERE NEEDS TO BE AN ACRONYM AND DEFINITION TABLE IN THE DOCUMENT. MAYBE EVERYONE ELSE IS IN THE KNOW, BUT THE READER DOESN'T HAVE A CLUE WHAT FAADS	Comment is noted. SGD is updated with an acronym list.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
210	Friday, March 24, 2006 1:29 PM		HQ-BF019	Contact Center Strategy- THE ENTERTAINING FLOW CHART ON THE FIRST PAGE OF APPENDIX 1 IS LABLED AT THE TOP OF THE PAGE "GRANT/COOPERATIVE AGREEMENT PROCESS (EXCLUDING EARMARKS)", YET IN THE SECOND SQUARE BOX ON THE LEFT SIDE OF THE PAGE IS THE STATEMENT "HQ AND CENTERS WILL REVIEW AND PERFORM A TECHNICAL EVALUATION OF THE UNSOLICITED PROPOSAL (INCLUDING EARMARKS)"!!!! WHICH IS IT - EXCLUDING OR INCLUDING?	
				IN THE NEXT TO LAST SQUARE BOX ON THE SECOND PAGE IT SAYS "THE NSSC-SP WILL PROCESS ALL NECESSARY CHANGES" HOW ARE THE CHANGES IN THE TERMS AND CONDITIONS OF THE GRANT/CA SUBMITTED AND PROCESSED? WHAT IS THE MECHANISM FOR RECEIPT AND EVALUATION OF FINAL, ANNUAL OR OTHER REGULAR REPORTS?	
211	Friday, March 24, 2006 1:29 PM		HQ-BF019	Appendix II THIS MAKES IT SOUND LIKE MISSING DATA PUT THE PROCESS IN LIMBO, WHICH IS NOT THE CASE IN THE FLOW CHART. WRITE DOWN HERE WHAT IS THE PROCESS FOR INSURING THAT THE PACKAGES ARE COMPLETED IN A TIMELY FASHION. Human research grants/cooperative agreements generally require proof of Institutional Review Board approval prior to funding. This does not seem to be covered in the NSSC document	Comment is noted. SDG will be revised.
212	Friday, March 24, 2006 1:29		HQ-BF019	Appendix VI- THIS LIST NEEDS TO INCLUDE CAS CONDUCTED BY THE NATIONAL SPACE BIOMEDICAL RESEARCH INSTITUTE, AND THE UNIVERSITIES SPACE RESEARCH ASSOCIATION	They will be added to Appendix VI
213	Wednesday, March 22, 2006 4:33	Holmes, Valerie	MSFC- PS01	1. Appendix VI List of current Science and Research Institutes excluded from NSSC award and administration, should be amended to include, "The National Space Science and Technology Center" and "All Affiliated Universities, Commercial and Nonprofit Institutions".	They will be added to Appendix VI
214	Wednesday, March 22, 2006 4:33	Holmes, Valerie	MSFC- PS01	2. I was also advised that NCAM should be included in the list of Science and Research Institutes from NSSC award and administration	** Under review. **
215	Wednesday, March 22, 2006 4:33	Holmes, Valerie	MSFC- PS01	3. Will awards with "Not-for-Profit" organization, like USRA be going to the NSSC? USRA is considered a "Not for profit" organization. The guidance addresses non-profit organization, but fails to address "not for profit organizations"	NSSC will not award cooperative agreements under Section D.
216	Friday, March 24, 2006 1:41 PM		NSSC- XD041	We need to add a new IT system. HHS Financial Management Division of Cost Allocation IT System Description To provide to Agencies access to the indirect cost rate agreements negotiated with the universities and non-profit organizations. User role for NSSC	The SDG will be updated to include this new IT system
217	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	II. Centers Responsibilities-(deleted technical) complete procurement package including the proposal, evaluation, selection statement (if competitive), and purchase request to permit award of a grant or cooperative agreement	Comment is noted.
218	Wednesday, March 22, 2006 1:46 PM	C. T. Weih	LaRC	II. Centers Responsibilities-bulletin-5(why only FY 06do the earmarks after 06 that result in contracts go to NSSC?)	Comment is noted.
219	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	.II. Centers Responsibilities-bulletin-6 This conflicts with the highlighted paragraph above, did you mean to include "commercial firms" or only those that result in Science and Research Institutes and contracts?	Comment is noted. SDG is revised.
220	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	II. Centers Responsibilities-bulletin-7 Does this include the one's we are retaining? I.e., if we are administering an existing grant/agreement that we decide after reviewing the "unsolicited" proposal would result in an augmentation rather than a new award, do we have to request a "waiver". Please explain and provide a sample waiver document.	No waiver is required for augmentation to an existing grant.

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221	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	II. Centers Responsibilities-bulletin-7-Please explain the review processby the NSSC, what will the NSSC be looking for?	SDG is revised.
222	Wednesday, March 22, 2006 1:46	S. A. Harper		Roles and Responsibilities Step one -Action- (added between "prepared selection letter" and "secure funding") (for competitive procurements), or conduct evaluation of unsolicited proposals in accordance with FAR Part 15.6,	Comment is noted and SDG will be revised.
223	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Roles and Responsibilities Step one-Action (added after SAP/IEMP) CMM?	The PR is created in SAP/IEMP Procurement office accesses the PR via CMM
224	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Roles and Responsibilities Step one-Tips/Notes-Include NSSC in the review process for any AO, CAN, BAA, or NRA resulting in grants and agreements coming to NSSC. Explain how	Comment is noted, the SDG will be updated.
225	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	If PR package is incomplete (Appendix ?), notify center technical monitor or resource center	NSSC will contact the appropriate POC for that PR Package to obtain all required documents.
226	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	Who decides the proper instrument? Grant/Cooperative Agreement is it the Center or the NSSC IG – If cooperative agreement, then the specific NASA involvement needs to be addressed, it is not required for a grant? Will the NSSC Center be contacting the technical organization directly to request a complete procurement package or will the Center Office of Procurement be involved?	Comment is noted. NSSC will contact the appropriate technical organization IAW NSSC internal procedures.
227	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	Roles and Responsibilities-Tips/ Notes- (Step 2 -c)Grant officer is responsible for conducting negotiation and completing the price negotiation memorandum-At LARC – the Contractor support staff conducts the negotiation, they provide the results of their findings and agreements to the Grants Officer for approval	Comment is noted.
228	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	Roles and Responsibilities- Step 2 (f) Action-Contact center's staff (PR initiator? Grant Officer?) to obtain the missing document	The NSSC will communicate with the POC per NSSC processes and procedures on a case by case basis
229	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	How will the Center know that an award had been made? There needs to be a tracking system that we all can access so that we know this information. The recipients will likely be calling us for status and we would not want to have them bounce back and forth between Centers.	NSSC Website will contain grant status, and the centers will be on the electronic distribution for awards.
230	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Who signs the shipping documents and Loan agreements?	Property management functions are retained at the centers.
231	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	Who is responsible for insuring the reports are received, new technology is addressed and final 272 is paid. (If Center retains program responsibility for payment until transitioned, this will mean 2 centers deal with the payment) Whose New Tech Officer will deal with patent, etc? This needs to be explained	NSSC CS Grant officer is responsible. New technology and patent issues will be coordinated with each center representatives.
232	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Office of Naval Research Grants Administration System – DHHS? – for receipt of rate/factor agreements – ONR does not administer not for profits – that is usually DCMA	Comment is noted.
233		S. A. Harper	LaRC	No role for NSSC Only the Grants Officer can delegate admin functions (it costs money)	Comment is noted.
234	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	TBD (Can the Center's get "pinged" when awards are made	The center will be notified when the award is made via the electronic distribution process

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
235	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	Clarification – the Center reviewer will determine whether it is a grant or cooperative agreement? (According to the handbook, this is a Grant Officer decision – if the centers are no longer going to have Grants Officer's shouldn't this be a decision at the NSSC level?) I'm confused as to who does the review and determination of award instrument? It appears in Section III that the Centers will provide this info in the transmittal letter – as this is a Grant Officer decision are you expecting a GO to remain at the center? Do you obtain something from the TM to indicate deliverables have been received? Who does the congressional notifications? Who files the Case Reports with the proper authority? Does the IS record in SAP? There should be a separate wiring diagram for close out actions because it does involve the TM in certifying all deliverables have been obtained, new technology has been dispensed withetc.	SDG is revised. Administrative function will be performed IAW NSSC internal procedures.
236	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	We do not require copies of the Peer review or technical evaluation for NRA selections; we require a copy of the selection statement which states the basis for the selection of that recipient and a copy of the synopsis so that we can be assured that the "teaming" arrangement was synopsized. If the teaming arrangement was not synopsized, then you are required pursuant to FAR to prepare a JOFOC – this comes straight out of the FAR. See notes below regarding technical progress reports and other memoranda. Who is responsible for obtaining this infoit should be provided by technical, not the Grant's Office or Center Procurement Office. At LARC the Grants officer prepares the CASE reports – we found it eliminated mistakes.	Grant file documentation will be handled IAW NSSC internal processes and procedures
237	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	(Wouldn't the recipient provide the proposal for the augmentation to the NSSC Grant Officer? Why would it come to the Center? The Center technical representative should be contacted by the NSSC GO and be responsible for the technical evaluation and the PR only). I can't see retransmitting the package when the NSSC GO or SP should have received the package and provided it to the TM for evaluation. We do this now when we work across center lines. The GO provides copies of the proposal (usually through e-mail to the evaluator), the evaluator provides the evaluation back via e-mail along with information on the PR # so that it can be located in SAP – we do have issues with the "release of these PRs	Grant augmentations will be handled IAW NSSC internal processes and procedures
238	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	A technical progress report is not required for incremental funding. — wouldn't these reports be received by the NSSC as part of the administration? Why would the Centers need to provide them? How would we get them if we are not administering. There needs to be a trigger by the NSSC to the technical monitor reminding him/her that funds are required — they don't always remember and due to continuing resolutions, the money may not always be here when needed. The original evaluation and availability of funding triggers the multi year arrangement. The trigger to incrementally fund is a valid certified PR. We do not hold the funding hostage to receipt of reports. If there are no additional funds to be provided, then we proceed to reach agreement on how to best close out the effort — do we use the interim progress report as the final deliverable or expect some other sort of wrap up — this is negotiated? If NSSC is requiring some other sort of documentation, it needs to be explained.	Incremental funding will be handled IAW NSSC internal processes and procedures
239	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Approve earmark for funding (DORA?)	Upcoming HQ guidance will be removing DORA requirement from procurement.

No.	Date Received	Name	Location	Response Comment	NSSC Resolutions
240	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	Note: There is a lot of back and forth between HQ and the Centers during the "assignment" process, this needs to be addressed.	Ongoing communication will continue between NSSC, HQ and the centers. SDG revised to incorporate reports
				Providing bi-weekly reports on the status of earmarks to HQ needs to be addressed. – Some of the earmarks are for facilities –These require additional HQ approvals before processing that needs to be addressed.	The center's OCFO is responsible for the DORA
				Most of these are at the dollar value that would require legal review; this needs to be added There is a lot of interaction between the recipient and the technical reviewer during the proposal stageit seems from the process flow that the entire engagement is between the NSSC GO and the recipient. More often than not, the problem is that the requirement doesn't meet the NASA goals and objectives and has to be re"tooled" accordingly. In our experience, it is not unusual to have many iterations of the proposal before an acceptable one is received.	
				Who is responsible for the DORA. Right now it says Center OCFO's. How is NSSC going to deal with this? Explain. Release of funds has been the biggest hold up in awarding earmarks. The process doesn't include all the "behind the scenes" effort that is required get these awarded.	
				I see no addressing those programmatic earmarks that are no identified to a specific recipient that result in grants or	
241	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Do NOT include proposal or proprietary information. Currently unsecure email address Can we use PKI? Will someone at the other end be designated as a recipient for these secured items?	SDG revised. PKI will be avalible at NSSC
242	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Images transmitted to this fax will be loaded directly into the NSSC document library for routing - is this a secure fax - it could be used for transmittal of proprietary information	This is not a secure fax. SDG will be updated.
243	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	All documents, including those with proprietary data can be mailed: "All" documents, even if they were faxed or e-mailed? Perhaps the sentence should state: If PKI or secured fax are not available, documents should be mailed to:	Comment is noted. SDG will be revised.
244	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Transmittal sheet- appendix V-Why is the center making the determination of which procurement vehicle to use at transmittal – the tech evaluator can make a suggestion, but it is totally up to the NSSC GO to make the determination about method of contracting.) I recommend this be removed	Comment is noted and SDG will be revised.
245	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Transmittal sheet- appendix V– Again, this is the responsibility of the NSSC GO, why are we doing this at the Center Level. – Remember the GO's are going away at the Centers.	Comment is noted and SDG will be revised.
246	Wednesday, March 22, 2006 1:46 PM	S. A. Harper	LaRC	Transmittal sheet- appendix VNote: after entering the above comments, the table disappearedI made comments on the SSC table – please notethese transmittal letters seem to repeat or conflict with the tables in Appendix IIsuggest we have only one set of tables. It appears that the transmittal letters need to come from the technical side of the house because the Center POC's won't see it after that time. Suggest adding a Comments section – if for some reason, a document is not available or can't be provided, it could be in the comments section, for example, no cost time extensions require something from the TM – will these be obtained by the GO via e-mail?	Comment is noted and SDG will be revised.
247	Wednesday, March 22, 2006 1:46	S. A. Harper	LaRC	Add to appendix VI-National Institute for Aerospace (NIA) Langley Research Center	Noted, NIA has been added to Appendix VI
248	Tuesday, March 28, 2006 8:02	Thomas Paprocki	GSFC	We are not sure how the grants web page will work. Does the NSSC plan to create its own? Use the current Goddard one? Will there be 2 web pages, Goddard's and the NSSC's. Leigh Ann Giraldi took the action to work with you on how this will work.	NSSC is developing its own web page- we would like to link to Goddard, and recommed Goddard links to NSSC's
249	Tuesday, March 28, 2006 8:02	Thomas Paprocki	GSFC	We are assuming that the NSSC will do the FY06 earmarks. Goddard would like a Point of Contact at the NSSC to work these.	The NSSC POC for Earmarks has been identified and GSFC has been notified.

No.	Date	Name	Location	Response Comment	NSSC Resolutions
	Received				
250	Tuesday, March 28, 2006 8:02 AM	Thomas Paprocki		Regarding delivery of grant packages to the NSSC, the Headquarters Grants Andministration Office will continue to be the Point Of Contact for all Agency/HQ grants packages. The Goddard community will be developing training for all employees developing grant packages to ensure everyone knows what constitutes a complete package. We expect that the PR Requisitioner identified on the grant will be the Point of Contact for any issues or questions about the grant package.	
251	Tuesday, March 28, 2006 8:02 AM	Thomas Paprocki	GSFC	There are 2 processes that we are still not sure how they will work and would like some clarification:FOIA process: Goddard does receive a number of FOIA requests and the NSSC will also need to be prepared for this eventuality. Closeourt process: Although the majority of NSSC grants will not close out several years; there are occasions when grants get closed out prematurely like when a grant recipient changes universities.	FOIA requests will be handled by NSSC IAW NSSC internal procedures. 2. Comment is noted. Those events will be processed IAW the Grants and Cooperative Agreements Handbook and NSSC internal procedures.
252	Tuesday, March 28, 2006 8:02 AM	Thomas Paprocki	GSFC	Our Finance Office also wants to make sure that when they receive scanned copies from the NSSC that signatures are clearly shown on the forms.	Comment is noted.
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